



DIPATTAMENTON I KAOHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS

Honorable Edward J.B. Calvo
Governor of Guam

Joseph Artero-Cameron
President, DCA

Raymond S.Tenorio
Lieutenant Governor of Guam



Request for Proposals (RFP) No. DCA2015-008

**Management Services for the Operations and Maintenance of the Guam and Chamorro Educational Facility (New Guam Museum)
Addendum No. 1**

Name of Offeror: _____

Authorized Signature: _____

Print Name: _____

Date: _____

Please acknowledge receipt of this Addendum No. 1 (16) pages, including this cover page) and return to the Department of Chamorro Affairs via hand delivery to DCA's Office located at the Terlaje Professional Building, 1st Floor, 194 Hernan Cortez Ave., Hagåtña, Guam 96910, or via facsimile at (671) 475-4227 or via email to Ms. Juanita Quintanilla at juanita.quintanilla@dca.guam.gov.

ADDENDUM NO. 1: QUESTIONS AND ANSWERS

Question No. 1

Considering that this project is high profile and is of a specialized nature, importance and complexity, adequate time should be provided to proposers to provide DCA a competent and well prepared response. (Offeror) will conduct extensive due diligence in planning potential management and operational resources to support this project. We request an extension of (15) business days, changing the submission date from 4:00pm Friday, October 30, 2015 to 4:00pm Friday, November 20, 2015.

DCA's Response:

The deadline for receipt of proposals for RFP DCA2015-008 has been extend 14 calendar days to 4:00pm, Friday, **November 13, 2015 (CST)**.

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"

ADDENDUM NO. 1: QUESTIONS AND ANSWERS

Question No. 2

Due to the significance and importance of this project, it would be in the government's best interest to require the proposers provide a Bid Bond in the amount of at least 5% of the projected \$2.3M annual admissions revenue of the museum, (as noted on page-15 of the provided Market and Economic Analysis-Sources of Operating Funds). This will assure the government that the awarded contractor has the capacity to meet and execute the start date of the museum operations. Plus it substantiates the proposer's financial resources to manage a high profile facility. We recommend this requirement be added to the RFP.

DCA's Response:

A bid bond is not required for submission of proposals.

Question No. 3

Because the government will have invested in excess of \$20M in designing and building the museum, it is reasonable to require the awarded contractor to provide the government a 100% Performance Bond relating to the annual value of the management fee established with the awarded contractor. A performance bond protects the government and ensures the contractor will deliver on its contractual obligations. We recommend this requirement be added to the RFP.

DCA's Response:

A performance bond is not required for submission of proposals.

Question No. 4

Because of the liability risks associated with managing, operating and maintaining a new culturally sensitive museum, which will contain high value historical artifacts, it is reasonable to require the proposer to provide evidence, in their proposal, of their ability to obtain and maintain at least \$10M in general liability insurance, from an A rated or better insurance carrier. We recommend this requirement be added to the RFP.

DCA's Response:

Evidence of general liability insurance is not required for submission of proposals.

Question No. 5

On page 13; Section-4 Scope of Services, bulleted item noting: *"Retain currently employed Department of Chamorro Affairs personnel involved with the new Guam Museum"*, this item requires clarification due to the financial consideration it will have on the proposer's staffing plan. Is its GCA's expectation that the awarded contractor will hire (subject to the contractor's vetting standards) the identified current employees under the contractor's administration, or maintain the identified current employees as Gov. of Guam employees under DCA's administration?

DCA's Response:

Any current personnel have the option to work for or leave government service.

Question No. 6

It is anticipated that the awarded independent contractor will be required to procure certain equipment and services to support the operations of the new museum. Will the awarded independent contractor have the authority to implement its own internal procurement processes, not relating to Government of Guam procurement regulations?

DCA's Response:

The awarded independent contractor will have the authority to implement its own procurement processes with adherence to generally accepted accounting principles.

Question No. 7

Clarify will DCA retain overall administration authority (*meaning overall authority to approve or dis-approve management and operational decisions of the awarded independent contractor*) of the new museum, or will the awarded independent contractor also have full administration authority, along with management, operation and maintenance of the museum?

DCA's Response:

The awarded independent contractor will have full administrative authority along with management, operation and maintenance of the museum.

Question No. 8

What date does DCA anticipate the museum management contract to start? Also, what date does DCA anticipate the official opening of the museum to the public, to include anticipated "soft opening" date?

DCA's Response:

For the purposes of this proposal, DCA anticipates the start of the management contract and the official opening of the museum on or around the first quarter of calendar year 2016.

Question No. 9

As noted on page-23, under Section-4, Scope of Services, second sentence, states *"The Government of Guam will retain ownership of the facility, land, and museum collections."* Will the awarded independent contractor be exempt from property damages caused by acts of nature such as typhoons, earthquakes and fire; or does DCA anticipate that the awarded independent contractor will acquire property insurance for the museum?

DCA's Response:

The awarded independent contractor will be exempt from property damages caused by acts of God.

Question No. 10

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Is the new building designed to meet all museum standards?

DCA's Response:

Yes.

Question No. 11

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Does the Guam and Chamorro Educational Facility (GCEF) organization currently have a certified or museum experienced curator and collections manager? Or is the contractor expected to provide these positions?

DCA's Response:

The contractor is expected to provide these positions.

Question No. 12

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* What is the actual current GCEF staffing of the museum? What are their current levels of experience or training?

DCA's Response:

There are currently 2 museum assistants and 1 laborer with a total collective experience of over 25 years.

Question No. 13

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museum."* What does the museum's current collection consist of?

DCA's Response:

The museum has a collection of a variety archaeological and historic artifacts, a substantial photo collection, and an archive of documents appropriate to the story of Guam.

Question No. 14

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* What percentage of the GCEF's collection been accessioned?

DCA's Response:

All collections currently housed in the repository are Guam based with the exception of donated photographs predating to the 1700s.

Question No. 15

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Has the collections been stored in accordance with museum standards or will the contractor be responsible for conditioning, cataloging and bringing the collection storage to museum standards?

DCA's Response:

The collections are stored in accordance with museum standards and the contractor will be responsible for the continuance of conditioning, cataloging and bringing the collection storage to museum standards.

Question No. 16

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Will the contractor be responsible for the entire collection regardless of where they are stored?

DCA's Response:

Yes.

Question No. 17

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Are there Guam related items/collections in other museums or private collections that the GCEF is expecting or intending to obtain and archive into the museum collections?

DCA's Response:

Yes.

Question No. 18

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Is there a complete electronic database of all items in the collection? What database system(s) is currently in use?

DCA's Response:

No, updates are still in progress. The database system currently in use is "PastPerfect"

Question No. 19

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Will the contractor be responsible for development of educational, research and museum exchange programs, etc. congruent with typical functions of an accredited museum?

DCA's Response:

Yes.

Question No. 20

Page 13 - Section 4 (Scope of Services) states *"Create professional and efficient operating systems, policies and procedures in accordance with museum industry best practices in order to obtain eventual accreditation with the American Alliance of Museums."* Will the contractor be directly responsible for hiring and managing docents, curators and other archival specialists?

DCA's Response:

Yes.

Question No. 21

Page 16- Section 4.3 (The Facility) - The HOT Bond project presentations included perspectives and descriptions of permanent themed exhibits in the core exhibit area on Level 2 with six (6) galleries. The RFP further indicates that Level 2 will also include a 1400 s.f. permanent exhibit area and 3100 s.f. for changing exhibits - Have all the permanent exhibits been designed and are they fully funded as originally intended?

DCA's Response:

Yes.

Question No. 22

Page 16- Section 4.3 (The Facility) - The HOT Bond project presentations included perspectives and descriptions of permanent themed exhibits in the core exhibit area on Level 2 with six (6) galleries. The RFP further indicates that Level 2 will also include a 1400 s.f. permanent exhibit area and 3100 s.f. for changing exhibits - Have all the collection items and displays for the permanent exhibits been planned for to include interpretive labeling, graphics, interactive designs to include software and hardware, etc.?

DCA's Response:

Yes.

Question No. 23

Page 16- Section 4.3 (The Facility) - The HOT Bond project presentations included perspectives and descriptions of permanent themed exhibits in the core exhibit area on Level 2 with six (6) galleries. The RFP further indicates that Level 2 will also include a 1400 s.f. permanent exhibit area and 3100 s.f. for changing exhibits - Will the permanent exhibits be in place when the successful operations team is expected to begin? Or will the operator be involved with (or responsible for) the installations?

DCA's Response:

It is anticipated that the management contract will be effectuated on and during the installation of exhibits. The operator is not involved with (or responsible for) the installations.

Question No. 24

Page 16- Section 4.3 (The Facility) - The HOT Bond project presentations included perspectives and descriptions of permanent themed exhibits in the core exhibit area on Level 2 with six (6) galleries. The RFP further indicates that Level 2 will also include a 1400 s.f. permanent exhibit area and 3100 s.f. for changing exhibits - Who will be responsible for planning, designing, organizing and installing the changing exhibits?

DCA's Response:

The selected contractor shall collaboratively work with the Council of the Arts & Humanities(CAHA).

Question No. 25

Please confirm what is included in the museum design and HOT bond funding/budgets related to: Exhibit staging as well as related electronics, projection systems, sound and lighting equipment

DCA's Response:

These items are funded.

Question No. 26

Please confirm what is included in the museum design and HOT bond funding/budgets related to: Furnishings, fixtures and equipment (to include office, ancillary spaces and back of house)

DCA's Response:

These items are funded.

Question No. 27

Please confirm what is included in the museum design and HOT bond funding/budgets related to: Information Technology and public interactive programs and systems

DCA's Response:

These items are partially funded by HOT Bonds.

Question No. 28

Please confirm what is included in the museum design and HOT bond funding/budgets related to: Conservation laboratory equipment and supplies

DCA's Response:

These items are partially funded by HOT Bonds

Question No. 29

Please confirm what is included in the museum design and HOT bond funding/budgets related to: Collection storage equipment, racks, inventory systems, etc.

DCA's Response:

These items are not funded by HOT Bonds

Question No. 30

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the _ planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Will the contract include maintenance of the entire Skinner Plaza grounds?

DCA's Response:

Yes.

Question No. 31

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Schedule of finishes for all walls and floors.

DCA's Response:

Anticipated completion on December 28, 2015.

Question No. 32

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: HVAC plans (Air Conditioning and specialized exhibit environmental temperature systems and controls?)

DCA's Response:

Anticipated completion on December 28, 2015

Question No. 33

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Electrical plan to include back-up generator capacities and ATS, lighting and power distribution?

DCA's Response:

Anticipated completion on December 28, 2015

Question No. 34

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Specialized systems such as security systems, sound and lighting systems and controls for non-exhibit spaces?

DCA's Response:

Anticipated completion on December 28, 2015

Question No. 35

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Landscape and hardscaping plans?

DCA's Response:

Anticipated completion on December 28, 2015

Question No. 36

Page 13-Section 4.1(Scope of Services) further states that the contractor will also be responsible for the maintenance of the facility. This will need to be included in the planning, management, staffing and operating requirements. Can the DCA please provide further information on the following: Inventory of all assets and equipment that will fall under the contractor's responsibility?

DCA's Response:

These will be discussed during contract negotiations

Question No. 37

Page 13-Section 4.1 (Scope of Services) requires that the contractor retain the current personnel of the GCEF. Are all the CEE related personnel government employees? If so, to whom will they report to - the DCA or the contractor?

DCA's Response:

All current personnel are employees of DCA. If employed by the contractor, they will report to the contractor.

Question No. 38

Page 13 -Section 4.1 (Scope of Services) requires that the contractor retain the current personnel of the GCEF. Is the contractor empowered to direct and supervise these government workers under Guam law?

DCA's Response:

No.

Question No. 39

Page 13 -Section 4.1 (Scope of Services) requires that the contractor retain the current personnel of the GCEF. Are the current government wage rates and benefits for the existing employees congruent with current wage determination rates to include health and welfare benefits?

DCA's Response:

Yes.

Question No. 40

Page 13-Section 4.1 (Scope of Services) requires that the contractor retain the current personnel of the GCEF. The RFP states that wage determination rates will apply to this contract. Can the DCA provide a listing of current employees, their positions, wage rates and benefits?

DCA's Response:

These items will be discussed during contract negotiations.

Question No. 41

The government of Guam owns the building, collections and systems. Will GovGuam procurement regulations apply to the contractor in support of its daily management and operational needs?

DCA's Response:

No.

Question No. 42

Page 13- Section 4.1 (Scope of Services) also states that the operator shall *"Abide by all applicable laws pertaining to its operation and secure all licenses, insurance and permits necessary for the operation of the new facility. The operator would be responsible for and pay all operating taxes."* Please clarify the following: Will all revenue streams and collections flow to the government of Guam (DCA) or to the operator?

DCA's Response:

All revenue streams and collection flow to DCA

Question No. 43

Page 13- Section 4.1 (Scope of Services) also states that the operator shall *"Abide by all applicable laws pertaining to its operation and secure all licenses, insurance and permits necessary for the operation of the new facility. The operator would be responsible for and pay all operating taxes."* Please clarify the following: Who will be responsible for collections and chain of custody of entrance fees, retail revenues and other funds raised through grants, appropriations or events? If it is the government, who will provide the

Point of Sale systems?

DCA's Response:

The contractor will be responsible for collections and chain of custody of entrance fees. Retail revenues and other funds raised through grants, appropriations or events will be discussed during contract negotiations. The contractor will provide the point of sale system.

Question No. 44

Page 13- Section 4.1 (Scope of Services) also states that the operator shall *"Abide by all applicable laws pertaining to its operation and secure all licenses, insurance and permits necessary for the operation of the new facility. The operator would be responsible for and pay all operating taxes."* Please clarify the following: Related to "Operating Taxes", if the government of Guam collects all revenues, then the operator would only be responsible for Gross Receipts Taxes and net income taxes- please verify.

DCA's Response:

Offerors are subject to Guam Business Privilege Taxes and Guam Income Taxes. Specific information regarding taxes may be obtained from the Director of Revenue and Taxation.

Question No. 45

Page 13- Section 4.1 (Scope of Services) also states that the operator shall *"Abide by all applicable laws pertaining to its operation and secure all licenses, insurance and permits necessary for the operation of the new facility. The operator would be responsible for and pay all operating taxes."* Please clarify the following: If the facilities, collections and FF&E are all owned by the Government of Guam, what levels of insurance beyond General Liability, Automobile and Workmen's Comp will be required?

DCA's Response:

These items will be discussed during contract negotiations.

Question No. 46

Who will be responsible for paying utilities, communications, insurance and other recurring operating costs?

DCA's Response:

The selected contractor

Question No. 47

Currently the Guam Museum Foundation is coordinating the Legacy Brick Campaign and is performing other fundraising efforts on behalf of the GCEF. Will the contractor also have the authority to plan and pursue other fund raising and/or grant opportunities on behalf of the GCEF?

DCA's Response:

Yes.

Question No. 48

Are the efforts of the Guam Museum Foundation separate and apart from this scope of services?

DCA's Response:

Yes.

Question No. 49

What will be the operating hours of the Museum?

DCA's Response:

This will be determined during contract negotiations

Question No. 50

In order to allow the respondents to provide the most concise and detailed response to the RFP, will the Department of Chamorro Affairs consider an extension of the current proposal due date?

DCA's Response:

Please see DCA's Response to Question No. 1

**End of
Addendum No. 1
Request for Proposals (RFP) No. DCA2015-008**